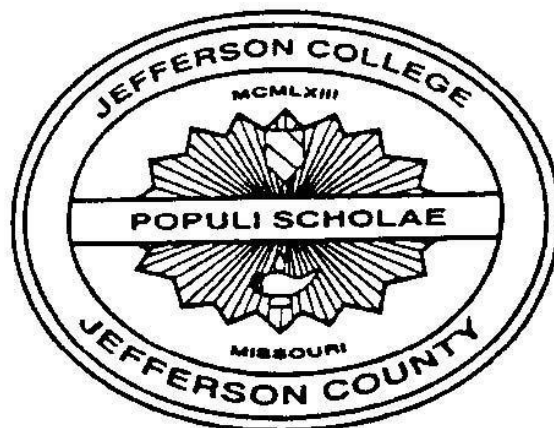


The Community College District
of Jefferson County, Missouri

**Administrative
Policies**



ADMINISTRATIVE CABINET CONSTITUTION

Article I – Function

The Administrative Cabinet serves as an advisory body to the College President. The Cabinet will receive recommendations and/or suggestions from committees identified elsewhere in administrative policy, initiate discussion, as well as recommend administrative, Board of Trustees policies and procedures, and serve as an information and coordinating clearinghouse.

Article II – Membership

The membership shall be comprised of each Dean. Each shall have one vote on the Cabinet.

Article III – Procedures

The College President or designated member of the Administrative Cabinet shall preside at each meeting. The President will not vote; however, a presiding designee may vote. A tie vote will be recorded as such.

Ordinarily, *Robert's Rules of Order, Newly Revised* will prevail when procedural matters are discussed.

The Administrative Cabinet will act formally on policy and procedural matters which are to be presented in an orderly and deliberative manner. Ordinarily, new proposals or proposed policy and/or procedures revisions will be presented in written draft form at one meeting and acted upon during subsequent meetings(s). This practice assures an opportunity for review and comment within the College community.

The elected chairs of each constituent group are invited to attend Administrative Cabinet meetings as guests.

The College President may establish any policy or procedure or by-laws deemed appropriate for the functioning of the Administrative Cabinet.

Article IV – Record

A record of the agenda and action(s) taken will be distributed, after approved, to Administrative Cabinet members, constituent group representatives and to the Library at Hillsboro and Arnold and will be posted on STARS.

The President's Office will maintain a permanent record.

Article V – Amendments

Any amendments to this constitution must be approved by the College President after consultation with the Administrative Cabinet.

MONITORING: Monitoring will be evidenced from minutes of the Administrative Cabinet.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

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ADMINISTRATIVE POLICIES Section II - ALL PERSONNEL

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ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Alcohol and Drug Testing for Operators of Commercial Motor Vehicles
POLICY NO	II-001
<i>Related Policy</i>	<i>Board II-023</i>
TYPE	All Personnel
RATIONALE	Compliance with federal regulations regarding drug and alcohol testing of commercial motor vehicle operators.

POLICY:

It shall be the policy of the Administrative Cabinet that the College be in compliance with all federal laws regarding drug and alcohol testing of operators of commercial motor vehicles. In accordance with the Board of Trustees Prohibition Against Alcohol/Drugs/Smoking policy, no employee will report to work while under the influence of alcohol or any unlawful controlled substance.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol. No driver shall use alcohol while performing safety-sensitive functions. No driver required to take a post-accident test shall use alcohol for eight hours following an accident or until he/she undergoes a post-accident test (whichever comes first).

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely perform the function. The driver will inform the employer of any therapeutic drug use. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for drugs.

The drug and alcohol testing program shall include conducting pre-employment drug testing and reasonable suspicion, random, and post-accident testing for use of alcohol or drugs by drivers, notifying employees of the requirements and consequences of the program, and maintaining appropriate records.

The College shall follow the federal guidelines and standards of the Department of Health and Human Services regarding testing and laboratory procedures. This shall include selection of sites with appropriately trained personnel for alcohol and drug testing, selection of a laboratory certified by the Department of Health and Human Services to conduct specimen analysis, and selection of a Medical Review Officer to verify laboratory drug test results. The drug and alcohol- testing program of the College shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

Violation of this policy will result in disciplinary action up to and including suspension or termination of employment, or participation in evaluation/treatment for substance use disorder.

MONITORING: Business Manager, Director of Human Resources.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Sexual Harassment Training
POLICY NO	II-002
<i>Related Policy</i>	<i>Board II-009</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees has adopted a sexual harassment policy which places responsibility for maintaining a work and education environment free from sexual harassment on faculty, staff, and students. In order to fulfill the College's obligation to educate employees about sexual harassment, a training program is required.

POLICY

All new employees of the College will be made aware of Board policy on sexual harassment and will receive written materials regarding sexual harassment. Additionally, all new regular employees will view a video on sexual harassment as part of their orientation to the College. All regular employees will receive periodic training to educate them about sexual harassment.

MONITORING Director of Human Resources.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE: Temporary Assignments

POLICY NO II-003
Related Policy Board - None

TYPE All Personnel

RATIONALE A Salary Administration Plan that states a means of adjusting pay when temporary responsibilities are assigned on an interim basis will be developed.

POLICY
It shall be policy that positions which are assigned temporary responsibilities on an interim basis will have a job description which accurately reflects their responsibilities and that consideration be given to additional remuneration, if warranted.

MONITORING Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Enrollment in Jefferson College Classes
POLICY NO	II-004
<i>Related Policy</i>	<i>Board II-019</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees has adopted a policy to waive tuition for the benefit of eligible College employees, retirees, and their dependents.

POLICY
Board policy stipulations require no additional clarification.

MONITORING Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Reimbursement of Professional Study Expenses
POLICY NO	II-005
<i>Related Policy</i>	<i>Board II-020</i>
TYPE	All Personnel
RATIONALE	The Board of Trustees has established a policy for reimbursement of professional study expenses.
POLICY	Board policy stipulations require no additional clarification.
MONITORING	Deans, Business Office, Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Official Email Communication
POLICY NO	II-006
Related Policy	<i>Board - None</i>
TYPE	All Personnel
RATIONALE	To insure effective communications by establishing availability and use of college provided email.

POLICY

It shall be policy that whenever a person is employed, the college will provide email services for that person and that email service will be used to communicate necessary information to all employees.

MONITORING Deans

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE Request for Approval - Teaching and/or Taking Classes

POLICY NO II-007

Related Procedure Board - None

TYPE All Personnel

RATIONALE An Administrative policy is necessary to address requests from certified professional staff and classified professional staff to teach or take classes during the normal work day.

POLICY
It shall be policy that certified professional staff and classified professional staff must request permission and receive approval from their supervisor and Dean before teaching or taking courses that are scheduled during the normal work day. Any work time missed shall be made up.

MONITORING Director of Human Resources, Deans, Division Chairs, Directors

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of November in the year 2008.

ADMINISTRATIVE POLICIES
Section III - GENERAL ADMINISTRATION

<u>Policy Number</u>	<u>Policy Title</u>
III-001	Internal Institutional Governance
III-002	Technology Security and Use
III-003	Institutional Effectiveness Review

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Internal Institutional Governance
POLICY NO	III-001
<i>Related Policy</i>	<i>Board VI-005</i>
TYPE	General Administration
RATIONALE	Establishes policy for structure and relationship of committees in institutional governance.

POLICY

It shall be the policy of the Administration of Jefferson College that there be an orderly and deliberative process for the formulation of policy and for issuing recommendations to the College President and in some instances through the College President to the Board of Trustees.

For purposes of internal governance, the College has established constituent committees, herein referred to as senates, councils, boards or committees, approved institutional committees and ad hoc committees established by the College President or designee.

All bodies are expected to address issues outlined in their respective constitutions or committee purpose.

Unless designated otherwise, constituent committees and institutional committees shall elect their chair. In establishing an ad hoc committee, the College President or designee will designate the chair(s).

Any committee may organize subcommittees and said groups report solely to and through the parent body.

All institutional committees and boards will report to and through an administrator liaison appointed by the College President. The liaison is responsible for placing recommendations and communications on the agenda of the President's Leadership Council.

All constituent committees will have one or more administrator liaison(s) appointed by the College President for purposes of consultation and communication. The constituent committees report to the College President under guidelines specified elsewhere in Procedures for Internal Institutional Governance. The liaison is responsible for placing constituent committee recommendations and communications on the agenda of the President's Leadership Council.

Widespread involvement of many is encouraged as compared to limiting the involvement to relatively few in the governance process.

It is further assumed that in serving as an elected or appointed member of any body referenced above that the individual will commit the time necessary to expedite the work of the body and that the body will assemble as often as reasonably necessary to expedite its business.

During the course of deliberations, it is expected that the committee members, the administration and the College President will place the best overall interests of Jefferson College above all other interests.

All written communications are expected to reflect the level of scholarship of an institution of higher learning. Communications are required to bear a date and signify the source of the communication.

All individuals serving in constituent groups, institutional or ad hoc committees, boards, and the administration are expected to exercise professional responsibility to carry out this policy and to be an instrument in fostering consultation which focuses on issues.

MONITORING Monitoring will be evidenced from minutes of the respective committee, constituent group, and Administrative Cabinet.

Reviewed / Approved by the President's Leadership Council and the College President this 22nd day of May in the year 2012.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE **Technology Security and Use**

PROCEDURE NO III-002

Related Policy *Board - None*

TYPE General Administration

RATIONALE Established and agreed upon written policies and procedures governing the use and care of the College's computing resources is essential to protect the taxpayers' investment in same.

PROCEDURE

1. The Academic Computing, Administrative Computing, and Telecommunications and Networking departments, in consultation with their respective constituencies, will develop policies and procedures governing the use of computing resources in their respective areas of responsibility.
2. Policies and procedures will be approved by the Administrative Cabinet.
3. Approved policies will be distributed to respective constituencies and be posted on STARS.

MONITORING All Deans, Department Supervisors, the Director of Academic Computing, the Director of Administrative Computing, and the Director of Telecommunications and Networking.

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICIES

Section IV - INSTRUCTIONAL PERSONNEL

Policy Number

Policy Title

IV-001

Student Evaluation of Faculty as Related to Annual Faculty
Performance Review

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Student Evaluation of Faculty as Related to Annual Faculty Performance Review
POLICY NO	IV-001
<i>Related Policy</i>	<i>Board Policy - IV-001</i>
TYPE	Instructional Personnel
RATIONALE	To insure the appropriate use of student evaluations of faculty as related to faculty performance review.

POLICY

It shall be policy that student evaluations are confidential internal documents that may be used as part of the overall evaluation of faculty members as deemed appropriate by the division chair or the dean.

MONITORING Deans

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICIES
Section V - NON-INSTRUCTIONAL PERSONNEL

<u>Policy Number</u>	<u>Policy Title</u>
V-001	Market Sensitive Positions
V-002	Summer Flex Schedule

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Market Sensitive Positions
POLICY NO	V-001
<i>Related Policy</i>	<i>Board - V-002</i>
TYPE	Non-Instructional Personnel
RATIONALE	The Board of Trustees has adopted a policy and certain conditions to govern situations in which it is not possible to attract and retain qualified employees in the assigned grade. An administrative policy is necessary to carry out this policy.

POLICY

There may be situations in which certain positions become market sensitive. That is, market conditions have created a situation in which it is not possible to attract and retain qualified employees in the assigned grade and within the above-stated procedures for placement on the Salary Schedule. In these exceptional circumstances, an employee salary may be determined based upon market conditions. The designation of a position as market sensitive will be at the discretion of the President and careful consideration of the job market. The designation of a position as market sensitive is intended to be used only in extenuating circumstances.

MONITORING President, Deans, Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Summer Flex Schedule
POLICY NO	V-002
<i>Related Policy</i>	<i>Board - V-003.002</i>
TYPE	Non-Instructional Personnel
RATIONALE	Board of Trustees Policy authorizes the implementation, at the discretion of the College President, of a "flex" schedule for the summer months which reduces the work hours to 37½ per week. For the past several years we have implemented a summer flex schedule for the benefit of college employees. An Administrative Policy and Procedure is in order to formalize this practice.

POLICY
The President of the College authorizes a summer flex schedule which shall encompass predominately the months of June and July. The exact schedule will be disseminated each year by the Director of Human Resources.

MONITORING The Deans and the Director of Human Resources

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of October in the year 2008.

ADMINISTRATIVE POLICIES
Section VI - EDUCATIONAL PROGRAM

<u>Policy Number</u>	<u>Policy Title</u>
VI-001	Institutional Research Services User Requirements
VI-002	Testing Services Testing Fees
VI-003	Contract Development and Approval Process for Educational Programming
VI-004	Academic Honesty
VI-005	Conditions for Administration of Continuing Education Services
VI-006	Remuneration for Continuing Education Part-time Personnel Fees for Participating School District Maintenance Services
VI-007	Grant Development and Approval Process
VI-008	Student Assessment
VI-009	Final/Course Grade Appeals
VI-010	Dual Credit for College Transfer Courses

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Institutional Research Services User Requirements
POLICY NO	VI-001
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Assure efficiency, accuracy, accountability, and compliance with college policies and procedures related to institutional data.

POLICY

It shall be policy that specific guidelines regarding priorities and requests for services be developed.

MONITORING	The President, through the Director of Research and Planning, shall distribute and monitor policy effectiveness.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Testing Services Testing Fees
POLICY NO	VI-002
<i>Related Policy</i>	<i>Board VII-002</i>
TYPE	Educational Program
RATIONALE	Adoption of a uniform testing services fee schedule for Testing Services testing.

POLICY

It shall be the policy of the Learning Center to develop a testing service fee schedule to cover direct costs of standardized test administration.

MONITORING	The Dean of Learning Resources through the Director of the Learning Center/Testing Services
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE **Contract Development and Approval Process for Educational**

Programming POLICY NO **VI-003**

Related Policy *Board - None*

TYPE Educational Program

RATIONALE Assure appropriate authorization of contract for educational services and compliance with all college policies and procedures as well as contract stipulations.

POLICY
It shall be policy that specific procedures regarding contract development and approval process for educational programming and/or customized training be developed.

MONITORING The appropriate Dean and the Business Manager shall distribute and monitor policy effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Academic Honesty
POLICY NO	VI-004
Related Policy	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	In order to maintain its credibility as an institution of higher education, the College must establish and maintain standards of academic honesty.

POLICY

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process that all citizens enjoy.

Upon enrolling in the College, each student assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local governments and rules established by the College. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, respond in accordance with procedures as identified in the student conduct section of the Student Handbook.

The Faculty Senate will regularly review policy and procedures relevant to the College standard on academic honesty and, as necessary, forward recommendations for revision or clarification through the Chief Academic Officer.

MONITORING	Faculty, Division Chairs, Program Directors, Chief Academic Officer, and Associate Vice President of Student Services
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE **Conditions for Administration of Continuing Education Services POLICY**

NO VI-005

Related Policy *Board - VI-004*

TYPE Educational Program

RATIONALE The Board of Trustees has directed Continuing Education to create administrative policy and procedure for the delivery of its programs and courses.

POLICY

Continuing Education programs and courses shall provide opportunity to:

1. Secure professional certification or recertification.
2. Develop work related or personal skills and special interests.
3. Increase recreation experiences and personal enrichment activities.

MONITORING The Dean of Career and Technical Education through the Director of Business and Community Development and the Coordinator of Continuing Education

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE **Remuneration for Continuing Education Part-Time Personnel Fees
for Participating School Districts**

POLICY NO VI-006

Related Policy *Board VI-004*

TYPE Educational Program

RATIONALE Establishes administrative policy required by the Board of Trustees

POLICY

Establish remuneration for Continuing Education contact persons and instructors.

MONITORING Dean of Career and Technical Education through the Director of Business
and Community Development, the Coordinator of Continuing Education,
and the Director of Human Resources.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of
August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Grant Development and Approval Process
POLICY NO	VI-007
<i>Related Policy</i>	<i>Board VI-010</i>
TYPE	Educational Program
RATIONALE	Assure appropriate authorization of project/program, quality of proposals, required matches, and compliance with college policies and procedures as well as stipulations of agreement.

POLICY
It shall be policy that specific procedures regarding grant development and approval processes be developed.

MONITORING The Executive Director of Development and the Administrative Cabinet shall distribute and monitor policy effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Student Assessment
POLICY NO	VI-008
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Assessment is a prerequisite for proper course placement and is necessary to determine student progress toward course, program, and institutional objectives.

POLICY

It is the policy of Jefferson College to assess the basic academic skills of all first-time or degree-seeking students for appropriate course placement and to assess the achievement of the students earning an award, certificate or degree.

MONITORING	Faculty, Division Chairs, Deans, Chief Academic Officer, Director of Learning Center/Assessment Services, Assessment Committee, and Academic Affairs Committee.
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Final Course Grade Appeal
POLICY NO	VI-009
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	This policy is necessary to assure the opportunity for due process to students in resolution of disputed final course grades.

POLICY

It shall be policy of the Administrative Cabinet that the College will develop and publish a procedure for the appeal of final course grades. Procedures for pursuing an appeal will be included in the College Catalog and the Student Handbook. The procedure will provide the opportunity for due process in resolution of a disputed final course grade. The appeal process is not applicable to any grade assigned prior to completion of the course in which the grade was assigned.

MONITORING	Chief Academic Officer, Dean of Arts & Sciences, Dean of Career & Technical Education, and Academic Affairs Committee
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Dual Credit for College Transfer Courses
POLICY NO	VI-010
Related Policy	<i>Board - None</i>
TYPE	Educational Program
RATIONALE	Establishes Administrative Policy to assure compliance with Coordinating Board of Higher Education guidelines on the award of college transfer dual credit courses.

POLICY

It shall be the policy of Jefferson College to maintain compliance with Coordinating Board of Higher Education guidelines for the delivery and transfer of credit earned through dual enrollment. Therefore:

STUDENT ELIGIBILITY

Dual credit students must have a minimum GPA of 3.0 (on 4.0).

Dual credit students must be recommended by high school principal or his/**her** official designee.

Dual credit students must meet the same requirements for admission to individual courses as those required of on-campus students.

If the high school administers a competency assessment in an area related to the dual credit course, high school juniors and seniors must score at or above a proficient level on the MAP, or achieve an equivalent score on a comparable assessment.

Dual credit students' scores on such tests must be verified in the high school principal's or official designee's recommendation that the student participate in a dual credit course.

Freshman and sophomore students may not enroll in dual credit courses.

PROGRAM STRUCTURE AND ADMINISTRATION

Only those courses applicable to partial fulfillment of the general education requirements of Jefferson College will be offered for dual credit.

Dual credit courses offered in high schools must duplicate the identical course offerings delivered on campus to matriculated students.

Dual credit courses must be approved for dual credit status by the faculty of the appropriate academic department or unit of the college through the division chair. (Elements of the course to be approved include: syllabus, textbooks, teaching methodology, student assessment strategies.)

Course content and course requirements must be comparable to those of the equivalent on campus courses with the same titles.

The Chief Academic Officer of Jefferson College is responsible for involving fulltime faculty in the discipline in the selection and evaluation of all dual credit faculty.

The on campus college faculty must ensure comparable standards of evaluation.

Mixed classes must show evidence of collegiate level expectations for all students in the course.

On campus and dual credit academic calendars must be comparable.

Students enrolled in dual credit courses must have geographic access to student and academic support similar to that accorded to students on the college campus, including access to library resources and access to the course instructor outside of regular classroom hours.

Jefferson College will charge all dual credit students the same tuition as on-campus credit students.

FACULTY QUALIFICATIONS AND SUPPORT

High school instructors must meet the requirements for all faculty teaching at Jefferson College, as stipulated in College Policy and as required for accreditation by the Higher Learning Commission, a commission of the North Central Association of Colleges and School. (Typically, a Master's degree that includes substantial study, including a minimum of 18 semester hours appropriate to the academic field being taught.)

All new dual credit instructors must participate in orientation activities provided by the college or academic department.

Dual credit instructors must participate in the professional development and evaluation activities expected of adjunct faculty on the college campus.

College academic departments must provide dual credit instructors with support services, including a designated on campus faculty member to serve as a liaison.

Dual credit instructors will be evaluated according to the college's evaluation policies for other part-time/adjunct faculty with the recommendation for continuation being the responsibility of the campus academic department.

The institution will provide on-site supervision and evaluation of the dual credit faculty.

ASSESSMENT OF STUDENT PERFORMANCE

The responsibility for the development of assessment and evaluation measures to assure quality and comparability of dual credit courses resides with the on campus college faculty in the appropriate academic discipline.

Comparability between dual credit courses taught in the high school and the corresponding course taught on the college campus is demonstrated by

- o Using the same methods of assessment or identical testing procedures.

- o Employing the same means of evaluation, which will be supervised by the appropriate faculty on the college campus.

When different tests are constructed and independent evaluations are performed by the high school teacher, Jefferson College will demonstrate the comparability of dual credit courses and ensure a common standard of grading.

Locally (Jefferson College) developed assessments will be administered to both on campus and dual credit students in order to provide the on campus college faculty in the appropriate academic discipline with data appropriate to demonstrate comparability.

TRANSFERABILITY OF COURSE (ACCEPTANCE POLICIES)

The Coordinating Board of Higher Education has provided assurance that five courses will transfer to all public institutions and independent/proprietary signatory institutions consistent with and through strict enforcement of the Transfer and Articulation Agreement.

Dual credit courses presented for transfer will be evaluated based upon written transfer agreements in force among/between institutions.

Dual credit courses will be evaluated on the same basis as on campus courses for the purposes of transfer to or from Jefferson College.

In accordance with Board of Trustee policy, Jefferson College dual credit acceptance policies will remain uniform.

Jefferson College's policies concerning dual credit will be applied equally to all institutions.

Students with dual credit transcribed courses who complete the Associate of Arts (AA) degree will be received in transfer the same as all AA degree transfer students.

College credit earned through dual credit courses offered in high schools will be applicable toward associate and/or baccalaureate degree requirements and eligible for transfer.

Jefferson College will publish its policies related to the acceptance of dual credit beyond five courses.

MONITORING: Chief Academic Officer

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICIES
Section VII – STUDENT SERVICES

<u>Policy Number</u>	<u>Policy Title</u>
VII-001	Transcribing Fees for Credit by Examination
VII-002	Services to Students with Disabilities
VII-003	Institutional Record of Student Complaints
VII-004	Attendance Policy Implementation
VII-005	Board of Trustees Scholarship Program
VII-006	Commencement Attire
VII-007	Official Email Communication - Students

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Transcripting Fees for Credit by Examination
POLICY NO	VII-001
<i>Related Policy</i>	<i>Board VII-002</i>
TYPE	Student Services
RATIONALE	Adoption of uniform fee for transcripting credit by examination.

POLICY

It shall be the policy of the Registrar/Student Records Office to develop a fee schedule to cover direct costs of transcripting credit by examination. Effective immediately, the following fee is hereby authorized:

Service fee for transcripting credit by examination per course will equal the charge for one credit hour of in-district tuition.

MONITORING The Registrar shall assess the authorized transcripting fee.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Services to Students with Disabilities
POLICY NO	VII-002
Related Policy	<i>Board VII-009</i>
TYPE	Student Services
RATIONALE	To develop and publish appropriate policies to address the compliance requirements and statutory rights of students with disabilities.

POLICY

Jefferson College maintains its commitment to the education of students with disabilities by providing them reasonable accommodations which enable them to participate in or benefit from its educational programs. As part of this commitment and upon written request of the student, arrangements will be made for an assessment of the student's reasonable and appropriate accommodations request.

MONITORING	The Vice President of Instruction, through the Director of the Learning Services, shall monitor the policy implementation.
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Reviewed / Approved by the President's Leadership Council and the College President this 22nd day of May in the year 2012.

ADMINISTRATIVE POLICY

The Community College District of Jefferson County

TITLE Institutional Record of Student Complaints

POLICY NO VII-003

Related Policy Board - None

TYPE Student Services

RATIONALE In accordance with guidelines established by College Policy and the Higher Learning Commission of the North Central Association of Colleges and Schools and to comply with federal regulations, the College will maintain records of formal written student complaints.

POLICY

The record-keeping of student complaints will be limited to complaints made formally in writing, signed by a student, and addressed to and submitted to either the office of the President, the office of a Division Chair, or the office of a member of the Administrative Cabinet. These offices have been identified as they have the ultimate responsibility to respond to student complaints.

MONITORING Members of the Administrative Cabinet.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Attendance Policy Implementation
POLICY NO	VII-004
<i>Related Policy</i>	<i>Board VII-003</i>
TYPE	Student Services
RATIONALE	Board Policy Section VII-003, #2 Attendance

Regular and punctual attendance is expected of all students. Students are not entitled to a certain number of absences; information presented in the classroom is critical in the learning process. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a term, the student may be removed from the class. In such cases, the instructor may initiate the process of removing the student from his/her class by notifying the Associate Vice President of Student Services. A student may reduce the possibility of receiving an "F" by officially withdrawing from the course.

POLICY

Students should be advised that regular and punctual attendance is expected for all students. Faculty has the responsibility to manage their classroom and lab environments in such ways as to facilitate the attainment of their course objectives.

MONITORING The Associate Vice President of Student Services shall notify students of their removal from class due to violation of the attendance policy.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Board of Trustees Scholarship Program
POLICY NO	VII-005
Related Policy	<i>Board - None</i>
TYPE	Student Services
RATIONALE	To insure the appropriate application of College policies in the use of institutional funds for scholarships awarded to students based upon a record of merit, achievement, leadership, talent, socio-economic background, and good citizenship.

POLICY
Jefferson College shall provide the fiscal resources to support an institutional scholarship program to attract and retain students. The scholarship program shall be used to provide recognition and financial assistance to students who have met the criteria for financial assistance and for which funds are available. Institutional scholarships shall be awarded to students who have a satisfactory citizenship record.

MONITORING The Associate Vice President of Student Services has designated responsibility for management of the scholarship program to the Office of Admissions and Financial Aid.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Commencement Attire
POLICY NO	VII-006
Related Policy	<i>Board - None</i>
TYPE	Student Services
RATIONALE	To insure the appropriate attire for Commencement exercises

POLICY

Degree/Certificate candidates shall wear a black gown, black mortarboard, and black tassel. Clothing worn beneath the gown should be in good taste.

Approved additional ornamentation includes pins, cords, tassels, and stoles that are sanctioned by National programs and/or affiliated with a course of study and/or an honor society recognized by the College. Additional ornamentation must receive prior approval from the Commencement Subcommittee.

The gown may not be decorated with anything other than the approved cords/stoles/pins. All other ornamentation is considered extraneous and will not be permitted. Degree/Certificate candidates with additional ornamentation on their gowns or mortarboards will be asked to remove the ornamentation prior to entering the Commencement exercises.

Graduates requiring accommodations should contact the Disability Support Services Office at least one month prior to Commencement.

MONITORING: The Associate Vice President of Student Services and the Senior Director of Enrollment Management/Registrar.

Reviewed / Approved by the Administrative Team and the College President this 10th day of April in the year 2015.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Official Email Communications - Students
POLICY NO	VII-007
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Student Services
RATIONALE	To insure effective communication by establishing availability and use of college provided email.

POLICY

It shall be policy that whenever a person first enrolls for college credit, continuing education, or adult education/GED classes, the institution will provide email services for that person and utilize the service to communicate necessary information.

MONITORING Deans

Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of May in the year 2010.

ADMINISTRATIVE POLICIES
Section VIII - BUSINESS OPERATION

<u>Policy Number</u>	<u>Policy Title</u>
VIII-001	Acquisition of Computer Hardware and Software
VIII-002	Mileage Reimbursement
VIII-003	Cell Phones
VIII-004	Campus Security and Fire Safety
VIII-005	Publication Services User Requirements
VIII-006	Web Site
VIII-007	Social Media Networking
VIII-008	Travel and Expense

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Acquisition of Computer Hardware and Software
POLICY NO	VIII-001
<i>Related Policy</i>	<i>Board VIII-003</i>
TYPE	Business Operation
RATIONALE	To centralize the management, procurement, and use of this valuable resource.

POLICY

All purchases of computing hardware and software, regardless of cost or purchasing method (whether by requisition, through outside funding sources such as grants or gifts, or through other outlets) shall be approved by the appropriate Director of Academic Computing or the Director of Telecommunications and Network Management *prior* to any obligation of funds or submission of grants. The intent of this approval process is to ensure that the hardware and software proposed will provide optimum quality, functionality and compatibility with College systems for the functions to be served.

MONITORING	Deans, Budget Managers, Director of Telecommunications and Network Management, and Director of Instructional Support and Academic Computing
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Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Mileage Reimbursement
POLICY NO	VIII-002
<i>Related Policy</i>	<i>Board VIII-017</i>
TYPE	Business Operation
RATIONALE	Board Policy VIII-017 adopts the Federal Government rate for mileage reimbursement for use of personal automobiles.

POLICY

The College shall adopt the Federal Government rate for mileage reimbursement.

MONITORING Controller and Business Manager

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Cell Phones
POLICY NO	VIII-003
Related Policy	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	The use of cell phones, while adding convenience and the potential for increased productivity and efficiency in the workplace, increases costs of doing business. It is, therefore, important for this cost to be effectively managed and controlled.

POLICY

The acquisition and distribution of cell phones shall be limited to cases in which personal safety is involved or the use of a cell phone is cost-justified because of increased productivity or efficiency. Cell phones provided by the College are intended for College-related business use. Employees will reimburse the College for any personal calls or other uses associated with increased costs of cell phone usage.

MONITORING President and Business Manager

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Campus Security and Fire Safety
POLICY NO	VIII-004
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	Required by federal law (Clery Act)

POLICY

The College shall implement the Campus Security and Fire Safety policy and procedure in accordance with the federal law.

MONITORING: President, Administrative Cabinet, and Public Safety

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Publication Services User Requirements
POLICY NO	VIII-005
Related Policy	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	To ensure that all publications representing Jefferson College convey a consistently professional image and message, clearly defined guidelines should be established for efficiency, accuracy, accountability, and compliance with statutes and college policies and procedures.

POLICY

It shall be the policy that specific guidelines regarding graphic/visual design standards, priorities and requests for services, use of equipment, compliance with copyright laws, compliance with college policies and procedures, and accountability for publication accuracy be developed.

MONITORING The President, through the Director of Marketing and Public Relations, shall distribute and monitor policy effectiveness.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Web Site
POLICY NO	VIII-006
<i>Related Policy</i>	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	In order to maintain a consistent, high quality image of Jefferson College, the College must establish and maintain standards for web page publishing.

POLICY

The College recognizes that in today's technological environment it is important to have a presence on the Internet by publishing a web page that provides information to the general public about the college, its mission, services, and programs.

The Marketing and Public Relations Director and the Webmaster will regularly review policy and procedures relevant to the College's web page and, as necessary, forward recommendations for revision or clarification to the appropriate Dean.

MONITORING Webmaster, Marketing and Public Relations Director, Administrative Cabinet, and President

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Social Media Networking
POLICY NO	VIII-007
Related Policy	<i>Board - None</i>
TYPE	Business Operation
RATIONALE	With the increased popularity and use of social media sites, the college must establish standards for official institutional participation and communication via such platforms.

POLICY

In order to communicate via social media sites in a consistent, professional manner, the college shall develop clearly defined guidelines pertaining to account creation, content, account maintenance, and other operational issues.

The college's presence on social networking sites is not intended to replace other officially designated channels of communication; rather, its purpose is to supplement these methods. The purpose of utilizing social networking sites is to serve as (1) a tool for marketing to prospective students; (2) a venue to communicate with current students, alumni, and friends of the college; and (3) a means to improve retention as students identify with the college and interact with other students.

This policy applies solely to those whose purpose is to represent Jefferson College's groups, departments, programs, entities, etc. and does not apply to student or employee private individual accounts.

MONITORING	Department Supervisors, Webmaster/Computer Services, Marketing and Public Relations Director, social Media Team, Administrative Cabinet, and President
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Reviewed / Approved by the Administrative Cabinet and the College President this 10th day of May in the year 2010.

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Travel and Expense
POLICY NO	VIII-008
<i>Related Policy</i>	<i>None</i>
TYPE	Business Operation
RATIONALE	Required to establish College policy.

POLICY

The College shall implement Travel and Expense guidelines in accordance with those set out in the Procedures for employees conducting official College business or incurring travel costs at the College's expense.

MONITORING: President, Deans and Budget Managers.

Reviewed / Approved by the Administrative Cabinet and the College President this 14th day of July, 2010.

ADMINISTRATIVE POLICIES
Section IX-BUILDINGS AND GROUNDS

Policy Number

IX-001

Policy Title

Modifications to Physical Facilities

ADMINISTRATIVE POLICY
The Community College District of Jefferson County

TITLE	Modifications to Physical Facilities
POLICY NO	IX-001
<i>Related Policy</i>	<i>Board IX-004</i>
TYPE	Buildings and Grounds
RATIONALE	Functionality, utility, aesthetic continuity, security, safety, ease of maintenance and cost are among the important factors in the decoration, remodeling or renovation of College facilities. An Administrative Policy will assure these factors are considered when planning and making modifications to College facilities.

POLICY
Modifications to physical facilities of the College must be approved in advance by the Director of Buildings and Grounds, or in his absence, the Business Manager. Modifications to physical facilities are defined as wall painting and papering, installing (non-temporary) signage, building trades work (electrical, plumbing, carpeting, etc.) plantings, installing/replacing window coverings and the like.

MONITORING Deans, Business Manager, and Director of Buildings and Grounds.

Reviewed / Approved by the Administrative Cabinet and the College President this 12th day of August in the year 2009.